Oregon Statewide Assessment System

Test Information Distribution Engine

User Guide

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Introduction to TIDE

This user guide provides instructions on how to use TIDE.

At its core, TIDE is a registration system for users who will access Cambium Assessment Inc. (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 TDS. Rosters may be added in TIDE so the Centralized Reporting System (CRS) can display scores at the classroom, school, district, and state level. During testing, TIDE users can print PreID labels or students' test settings and monitor test progress. To use TIDE, users navigate to the OSAS portal (osasportal.org).

Figure 1. TIDE Dashboard
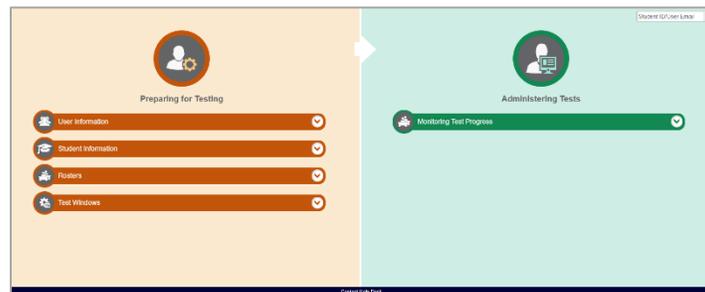
You can use TIDE to perform the following tasks:

- You can add new **users** or modify existing **user accounts** in TIDE so district and school users can access TIDE and other CAI systems. Users must be registered in TIDE to access other CAI systems.

- You can modify existing **student accounts** so students can take the correct tests with the correct test settings at the correct time. Students must be registered in TIDE to test in the Test Delivery System (TDS).

- You can add new rosters or modify existing rosters. Rosters represent classes or other groups of students. After testing, TIDE sends rosters to the Reporting System so those systems can display scores at the classroom, school, district, and state levels.

- You can add new **test windows** or modify existing **test windows** in TIDE to create customized testing windows to manage your district or school testing schedule.

- You can view your district's or school's progress in **starting and completing tests** and **participation rate**.

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TIDE divides tasks by user role. Users with higher roles will have access to more tasks in TIDE than users with lower roles. District-level users have access to the most tasks, followed by school-level users, teachers, and test administrators.

Key Changes

The list below describes key changes to the document for the 2023-2024 school year.

- Updated all *Secure Inbox* references to *Secure File Center*.
- Updated screenshots showing the TIDE banner and icons to show the new unified header.
- Removed *see* from all figure references to be more inclusive (from "See Figure 10" to "Figure 10")
- Added information on the View Student History new feature.
- Updated the roster and upload user interfaces.
- Added information on Secure Notifications in TIDE.

Three Things All TIDE Users Must Know How To Do

Records for users, students, and rosters may be added to TIDE and kept up to date for the testing process to flow properly. Users must be added to TIDE to have access to any CAI systems. Students must be added to TIDE to test. Rosters added in TIDE allow you to view your students' test results by class or by other meaningful groupings in CRS. If rosters are not created, you will see test results by grade level and school in CRS. The process for adding and modifying records in TIDE is largely the same for all user roles and record types.

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

- **Adding** new records one at a time.

- **Viewing** or **modifying** existing records one at a time.

- **Uploading** multiple new records or **modifying** multiple existing records in the same file.

Adding 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**.

Figure 2. Add User

Figure 3. Add Student Temp ID (ELPA Screener Only)

Figure 4. Add Roster

Modifying existing records one at a time

You can view and edit existing records one at a time or multiple existing records all at once through file export. If a record's information changes after you've added the record to TIDE, you must edit the record to match the most up to date information. You can also delete some 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**. Fill out the form that appears and select **Search**. Not all fields must be filled in to perform a search.

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

Figure 5. View/Edit/Export Student

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 Secure File Center from the pop-up window ([Figure 6](#)), select **Export to Secure File Center** and then select either **Excel** or **CSV**. The search results will be exported to your Secure File Center and you will return to the search form.

    Please note the View Results button may be disabled if the search results contain records from all districts or all schools.

Figure 6. Search Results
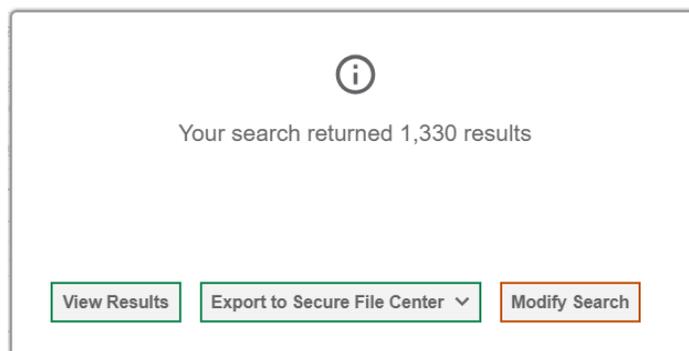
3. If you select **View Results**, the search results will appear in a table. To edit individual records, select the edit button by the record you want. To delete users, mark the checkbox by that record and select ⬚. To export records, mark the checkbox by that record and select ⬚.

Figure 7. View/Edit/Export Student Search Results

Figure 8. View/Edit/Export User Search Results

Adding or modifying multiple records at once

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

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

Figure 9. Upload Roster

2. Once you've downloaded and filled out the template file, return to the upload screen, select **Choose File** or drag and drop the file then upload it to TIDE. Select **Next**. The upload preview screen appears.

Figure 10. Upload Rosters Preview Page

3. Once you've verified the information on the preview screen, select **Next** again. The validation screen appears.

Figure 11. Upload Rosters Validate Page

4. If there are any issues with the file, the validation screen shows errors or warnings.

- To make edits to the file before proceeding, select **Upload Revised File** to restart the process.

- To view a list of issues with the file, select **Download Validation Report**.

- To continue with the upload despite errors or warnings, select **Continue with Upload**. The confirmation screen appears.

- **Caution**: Records with warnings will be processed, but records with errors will not be processed. You'll need to edit the rows with errors and upload the records again.

Figure 12. Upload Rosters Confirmation Page

How to Activate Your Account & Log in to & out of TIDE

Your TIDE administrator (usually the DTC or STC) creates your account, and then TIDE sends you an activation email. This email contains a link that takes you to the *Reset Your Password* page in TIDE where you can set up your password for logging in to TIDE and other applicable CAI systems. This link expires 15 minutes after the email was sent. If you do not set up your password within 15 minutes, you need to request a new link as described in the section "Password Information" in the appendix.

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

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

Activating your account

1. Select the link in the activation email. The *Reset Your Password* page appears (Figure 13).

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 **Test Information Distribution Engine (TIDE)** card (Figure 18) on the portal page.

Figure 13. Reset Your Password Page

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

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

1. Navigate to the OSAS Portal (osasportal.org).

2. Select your user role. Then select the Test Information Distribution Engine (TIDE) card.

3. Select **Request a new one for this school year**. The *Reset Your Password: Find Account* page appears (Figure 15).

Figure 14 Login Page

4. Enter your TIDE email address and select **Submit**. TIDE sends you an email containing a link to reset your password.

5. Select the link in the activation email. The *Reset Your Password* page appears.

6. 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 !).

7. Select **Submit**.

Figure 15. Reset Your Password Page
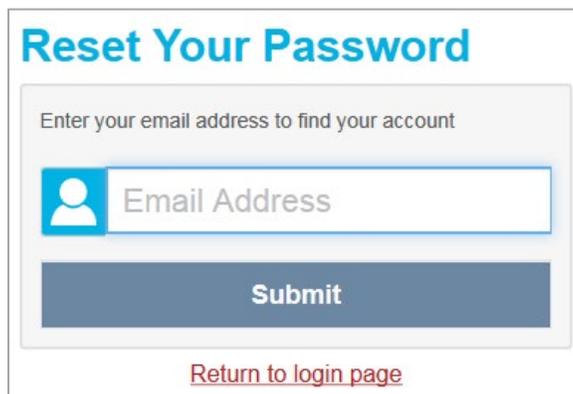
During the reactivation process, you will be taken to the **Enter Code** ([Figure 16](#)) page and asked to provide the authentication code sent to your email.

- In the *Enter Emailed Code* field, enter the emailed code and select **Submit**.

- You must enter the code within fifteen minutes of the email being sent. If your code expires, you can request for a new code by selecting **Resend Code** on the **Enter Code** page.

Figure 16. Enter Code Page
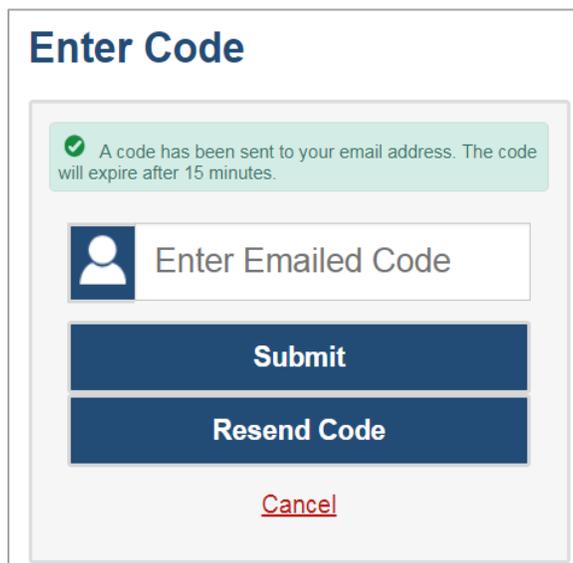
Logging in to TIDE

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

1. Navigate to the OSAS Portal (osasportal.org).

2. Select your user role ([Figure 17](#)).

Figure 17. User Cards on Portal
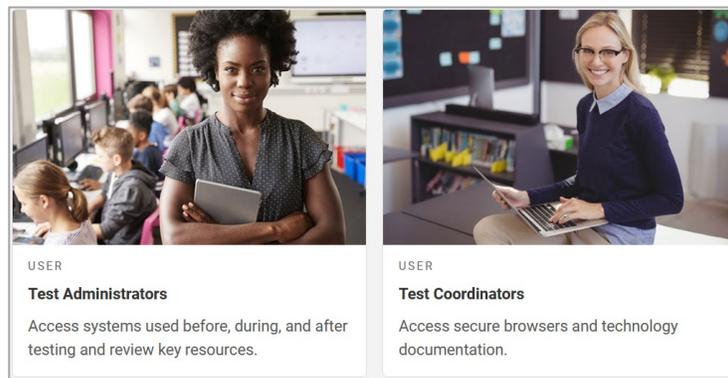
3. Select **Test Information Distribution Engine (TIDE)** ([Figure 18](#)). The *Login* page appears ([Figure 19](#)).

Figure 18. TIDE Card
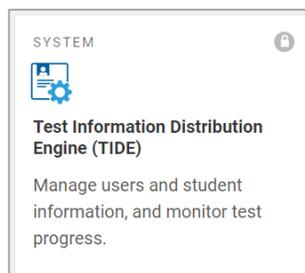
4. On the *Login* page, enter the email address and password you use to access all CAI systems.

Figure 19. Login Page
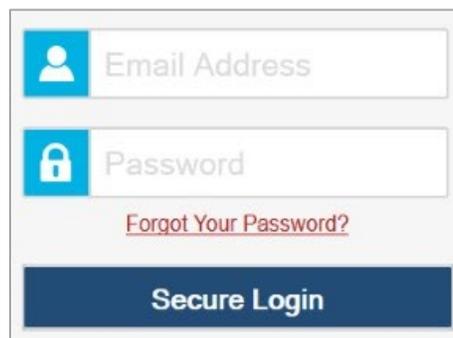
5. Select **Secure Login**.

   a. If you have not logged in using this browser before, or if you have cleared your browser cache, the *Enter Code* page appears ([Figure 20](#)) and an email is sent to your address. This applies every time you access TIDE with a new browser. The email contains an authentication code, which you must use within fifteen minutes of the email being sent.

      i. In the *Enter Emailed Code* field, enter the emailed code. If the code has expired, select **Resend Code** to request a new code.

ii. Select **Submit**.

b. If the ***Terms and Conditions*** page appears, you should review the terms on this page and click **Accept** to proceed.

Figure 20. Enter Code Page
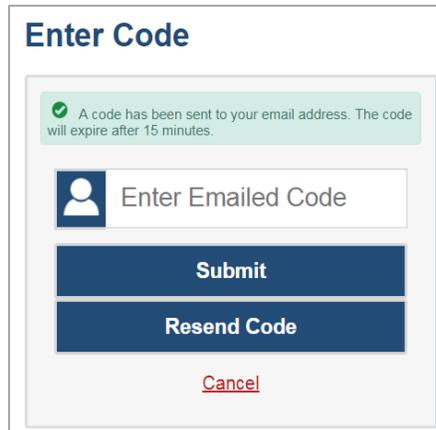
The ***Dashboard*** for your user role appears. Depending on your user role, TIDE may prompt you to select a user role, district, or school to complete the login.

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

Logging out of TIDE

- In the TIDE banner ([Figure 21](#)), select **Log Out**.

Figure 21. Log Out

Test Information and Distribution Engine User Guide
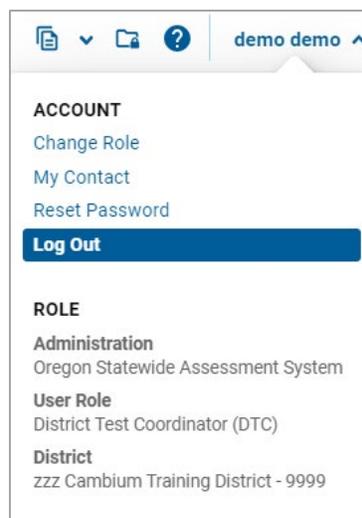
Logging out of TIDE logs you out of most OSAS systems. However, you will not be logged out of the TA Interface in order to prevent the accidental interruption of active test sessions.

How to Access Secure Notifications in TIDE

The Secure Notification Banner displays alerts, warnings, and informational messages about the OSAS assessment program. The banner displays at the top of every page in TIDE when active notifications are published ([Figure 22](#)). Often, the messages will contain time-sensitive information, such as dates for TIDE system downtime or test window extensions due to inclement weather. These secure notifications can only be accessed after logging in to TIDE.

☐ **Note**: All user roles can view all secure notifications.

Figure 22. Example of One Notification Type on the Secure Notification Banner

< [Mark as Read] ⚠ **Testing Warning** (2/5)   [View More] ⊗ >

How to distinguish notification types

Notifications are ranked based on importance, differentiated by an icon and the background color.

- **Info** notifications denote minimum severity. They are marked with ⓘ and appear over blue backgrounds.

- **Warnings** denote medium severity. They are marked with ⚠ and appear over yellow backgrounds.

- **Alerts** denote maximum severity. They are marked with 🛑 and appear over red backgrounds.

How to interact with secure notifications

Active notifications appear each time you log in to TIDE and can be dismissed once read. However, depending on how you dismiss the notification, the same notification may display the next time you log in if it is during the notification's scheduled display period. Review information about **Mark as Read** and the ⊗ icon to understand the difference.

Mark as Read   Removes the notification from the top of the page and closes the notification window if open. These notifications can be viewed again by clearing your browser cache during the scheduled display period for the individual notification or if the same notification is unpublished and republished.

View More   Displays a window with the full contents of the notification.

Close Icon ⊗   Removes the notification from the top of the page for the duration of your active session and closes the notification window if open. Notifications closed using ⊗ return when you refresh the page or the next time you log in during the scheduled display period for the individual notification.

Arrows ❮ ❯   Moves to next or previous notification. Only appears when multiple notifications are active, indicated by current/total notifications beside the notification name.

How Users Perform Tasks in TIDE

Users can perform most of the tasks available in TIDE. Some of these tasks must be performed before testing begins and some must be performed during testing.

Performing Tasks in TIDE Before Testing Begins

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

- Set up **user accounts** for school-level users so they can log in to TIDE and other CAI systems. If user accounts are not set up before testing begins, those users will not be able to access any CAI systems.

- Set up **temporary IDs (for ELPA Screener only)** so students can take the correct tests with the correct test settings at the correct time.

- Set up **rosters** so the Reporting System can display scores at the classroom, school, and district levels.

- Set up customized **test windows** so the correct tests are available when you need them.

Setting Up User Accounts in TIDE

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

Adding new user accounts one at a time

If your role allows it, you can add users to TIDE one at time. To learn more about adding records to TIDE one at a time, review the section "Adding records one at a time" in the Introduction.

1. From the **User Information** task menu, select **Add Users**. The *Add Users* page appears.

Figure 23. Add Users

2. In the *Email Address* field, enter the new user's email address and select **+Add user or add roles to use with this email**. Additional fields appear.

3. Enter the new user's first and last names in the required fields, as flagged by the asterisks, and other details in the optional fields.

   a. The Test Group field controls which tests the user is allowed to administer. For example, the "Summative" Test Group must be selected to administer the Math, ELA, or Science tests, while the "ELPA Summative" Test Group must be selected to administer the ELPA Summative or Alt ELPA tests. Users may be assigned any combination of these Test Groups or all four Test Groups. No Test Group permissions are required for the SEED Survey.

Figure 24. Add User – Additional Fields

4. From the **Role** drop-down, select a role. From the drop-downs that appear, select a state, district, and school, if applicable. *Note: Users may only have one role but may have the same role in multiple institutions.*

5. *Optional:* To delete a role, select 🗑 next to that role.

6. Select **Save**. In the affirmation dialog box, select **Continue** to return to the *Add Users* page. TIDE adds the account and sends the new user an activation email from DoNotReply@cambiumassessment.com.

Modifying 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 import. If a user's information changes after you've added the user to TIDE, you must edit the user account to match the most up to date information. If the user's account does not include the most up to date information, the user may not be able to access other CAI systems or features within those systems. You can also delete users from TIDE.

1. From the **User Information** task menu, select **View/Edit/Export Users**. The *View/Edit/Export Users* page appears.

2. Retrieve the individual user account you want to view, edit, export, or delete by following the procedure in the section "Modifying existing records one at a time" in the Introduction.

3. In the list of retrieved user accounts, select ✏ for the user whose account you want to view or edit.

4. If your role allows it, modify the user's details as required, using the table "Fields in the View/Edit User Page" in the appendix as a reference.

5. *Optional:* To delete a role, select 🗑 next to that role. You can also delete the user's entire account from the search results table.

6. Select **Save**.

7. In the affirmation dialog box, select **Continue** to return to the list of user accounts.

Adding or modifying 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 "Adding or modifying multiple records at once" in the Introduction.

1. From the **User Information** task menu, select **Upload Users**. The *Upload Users* page appears.

2. Following the instructions in the section "Adding or modifying multiple records at once" in the Introduction and using the table "File Format of the User Upload File" in the appendix as a reference, fill out the template and upload it to TIDE. Users who have not previously been set up in TIDE will be added in TIDE. Users who already have accounts set up in TIDE will have their accounts modified with the updated content from the upload.

Registering Students for Testing

Students are registered for summative testing in the SSID System on the ODE secure website. Student test settings and tools must be modified in TIDE prior to testing.

Modifying 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 Test Settings and Tools**. The *View/Edit/Export Student Test Settings and Tools* page appears.

2. Retrieve the individual student account you want to view, edit, or export by following the procedure in the section "Modifying existing records one at a time" in the Introduction.

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

Figure 25. View/Edit/Export Student Test Settings and Tools
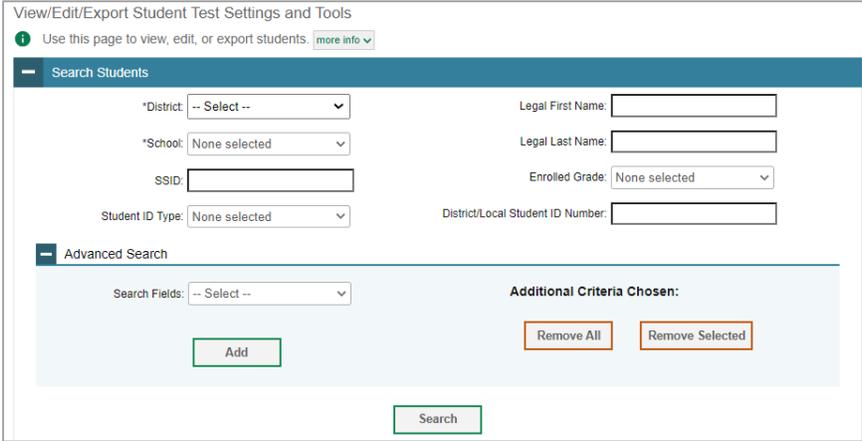
4. From the *Student Participation* panel, view the student's test participation report, if available.

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.

    *   In the available test settings and tools panels, modify the student's test settings, using the table "Fields in the Embedded Designated Supports Panel" and "Fields in the Embedded Accommodations (For Students on IEPs or 504 Plans) Panel" in the appendix as a reference. The options available for a test setting are grouped to indicate if an option is a designated support or an accommodation. The panels display a column for each of the student's tests. You can select different settings for each test, if necessary.

    *   Oregon offers the Alt ELPA assessment to eligible students. In the Test Access panel, ensure the Alt ELPA Tester radio button is set to Yes for eligible students.

    *   The "Use Preferred Name on Student Report," tool, editable by DTCs and higher in the Student Information panel, enables districts to choose to print Individual Student Reports (ISRs) using information in the Preferred Name field rather than information in the Legal Name field. This tool may be useful for districts who wish to honor a student's asserted name or reduce harm associated with seeing or interacting with information in the Legal Name field for that student. When set to "Yes" all reports generated in CRS and official ODE score reports will use the student Preferred Name. The field may be changed back to "No" at any time and the reports will revert back to the Legal Name. If the Preferred First Name and Preferred Last Name fields are blank in the ODE SSID System, the name on the report will be blank.

NOTE: Students who will participate in a remote test session (sample, interim, OR summative remote test session) are required to have parental consent for A/V monitoring. Once parental consent is obtained, districts need to update the Parental Consent for A/V Monitoring field to "Yes, with camera" or "Yes, without camera" on the Student Details Page in order for the student to be able to log in to a remote test session. For summative remote test eligibility, a student must also have the Remote Tester field in the Student Details Page set to "Yes." If the Parental Consent for A/V Monitoring field is left blank or set to "No Remote Testing," the student will not be able to test remotely, even if the Remote Tester field above it is set to "Yes."
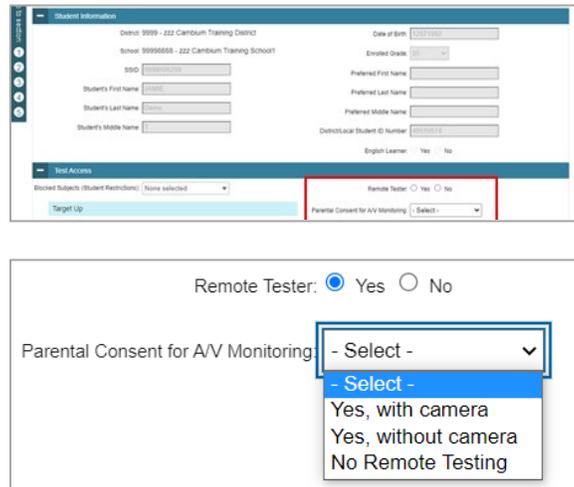
More information about remote testing requirements is available in the User Guide for Test Administrators for Remote Summative Administration.

To change a test setting after the test starts, first check the TA interface.

- If the setting is editable in the TA interface, it must be changed via the TA interface.

- If the setting is not editable in the TA interface, it must be changed in TIDE. Users should have the student log out of the test, make the update in TIDE, and click Save. The test administrator should see the change applied on the student's test settings page when approving the student to test. During times of busy testing, it may take several minutes for the change to be applied.

Certain test settings are not editable after students begin a test, including Presentation, Glossaries for Math PTs, ELPA Domain Exemptions, and ELPA High School Proficiency Met Exemptions. To change any of the listed test settings, users must submit an impropriety request to ODE.

7. Select **Save**.

8. In the affirmation dialog box, select **Continue** to return to the list of student records.

Viewing a history of changes to a student's account

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

You can view a history of:

• Recent Changes

• Student Information and Test Settings

• Enrollment and Rosters

• Test Eligibility

Each user role can only access the same information in the history as the user role has access to in the student information screens. The history is limited to displaying changes from the start of the previous academic year to the present. All times shown are displayed in US Eastern Time (ET).

To access a student's history:

1. From the Student Information task menu on the TIDE dashboard, select View/Edit/Export Student Test Settings and Tools. The *View/Edit/Export Student Test Settings and Tools* page appears ([Figure 25](#)).

2. Retrieve the individual student account you want to view by following the procedure in the section "[Modifying existing records one at a time](#)" in the Introduction.

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

4. From the top of the page, select the **View History** button.

5. Review the **Recent Changes** for an overview of all changes or select another tab to view only those changes.

6. *Optional:* Use the filters and search options to limit the information shown in the history.

7. *Optional:* Use the **Include Blank Values** checkbox to hide or show empty fields that display *No Selected Value*. Using this feature will remove any filter applied and show the full contents of the table.

8. *Optional:* Export the content from each tab by selecting 🔽 and then selecting a file format.

Uploading student accommodations and test tools

If you have many students for whom you need to apply test settings, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

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

2. Following the instructions in the section "Adding or modifying multiple records at once" in the Introduction and using the table "File Format of the Student Test Settings and Tools Upload File" in the appendix as a reference, fill out the Test Settings template and upload it to TIDE.

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

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

1. From the **Student Information** task menu on the TIDE dashboard, select **View/Edit/Export Student Test Settings and Tools**. The *View/Edit/Export Student Test Settings and Tools* page appears.

2. *Optionally*: Access the **Upload-Ready Student Settings File** export from any of these tasks with student search grids:

   a. View/Edit/Export Student Settings

   b. View Non-Participation Codes

3. Retrieve the student(s) you want to include in the student settings file by following the procedure in the section "Modifying existing records one at a time" in the Introduction.

4. When the search results pop-up appears, do one of the following:

   a. To export an upload-ready student settings file containing records for all students who match your search criteria to the Secure File Center, select **Export to Secure File Center** and then select **Upload-Ready Student Settings File**.

   b. To view the search results grid and select students to include in the upload-ready student settings file, select **View Results** and continue to the next step.

5. From the search results grid, mark checkboxes for students you wish to include in an upload-ready student settings file.

6. Select ⬇️⌄ and then do one of the following:

- To export the students you selected, if applicable, select **Export Selected to Upload-Ready Student Settings (#)**.

- To export all students in the results grid, select **Export All to Upload-Ready Student Settings (#)**.

- TIDE generates the upload-ready student settings file and exports it to your device. You can edit student settings as necessary, save your changes, and upload the file back to TIDE to update student settings in the system by following instructions in the section Adding or modifying multiple records at once.

Uploading student test restrictions

If you have many students for whom you need to set up test restrictions, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

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

2. Following the instructions in the section "Adding or modifying multiple records at once" in the Introduction and using the table "File Format of the Student Restrictions Upload File" in the appendix as a reference, fill out the Test Restrictions template and upload it to TIDE.

Adding new student accounts with Temp IDs

For the ELPA Screener, if an SSID is not yet available for a student, you can create a Temp ID for testing purposes in TIDE. This task is only applicable to the ELPA Screener assessment and only adds students with Temp IDs. If available, SSIDs should be used to administer the ELPA Screener unless otherwise instructed by ODE.

This process is only available for the ELPA Screener and not the Summative ELPA or Alt ELPA tests.

Temp IDs associated with the same institution as the permanent SSID may be updated to the SSID to associate the ELPA Screener result with the student's SSID record. Student records can be updated via the Student Details Page or via the Update Temp ID to SSID task.

Temp IDs can only be generated by TIDE or through the TA Interface.

1. From the **Student Information** task menu on the TIDE dashboard, select Add Student Temp ID (ELPA Screener Only). The *Add Student Temp ID* page appears.

Figure 26. Add Student Temp ID

2. In the *Student Information* panel, enter the student's demographic information. Verify all information for accuracy prior to creating a Temp ID.

3. In the *Test Access* panel, leave all options as-is. These do not apply to the ELPA Screener.

4. In the *Embedded Designated Supports* and *Embedded Accommodations* panels, enter the student's settings for the **ELPA Screener test only**. The panels display a column for each test, but since this Temp ID will only be used for the ELPA Screener, you only need to update settings for that test.

5. Click **Save**. A confirmation message is displayed that includes the student's Temp ID.

6. Click **Continue** to return to the *Add Students Temp ID* page.

You can retrieve the student's record using the Find Student by ID feature (review the section "Searching for Students by ID or Users by Email" in the appendix) or from the *View/Edit/Export Student* page (review the section "Modifying existing student accounts one at a time") to view and edit the student's details.

Figure 27. Confirmation Message: Student Added with Temp ID
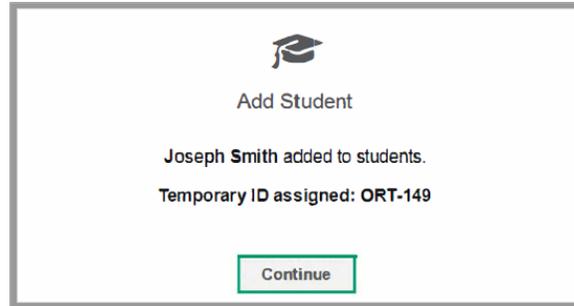
When you create a second Temp ID for the same student, you will receive the error message below. This warning means that a Temp ID exists for a student with similar or identical demographic information; it does not indicate that the Temp ID creation process has failed. You may create a second Temp ID for the same student if you need to restart the test or correct the student's domain exemptions. You can click **Continue** to confirm creation of the new Temp ID, or click **Cancel** to exit and discontinue the Temp ID creation process.

Figure 28. Student Existed Warning
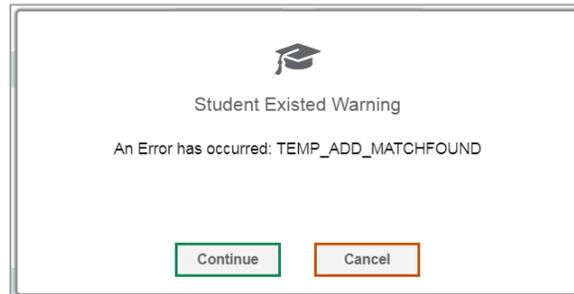
Updating Temp IDs to SSIDs through file upload

If you have many students with Temp IDs that you wish to update to SSIDs, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

1. From the **Student Information** task menu on the dashboard, select **Update Temp ID to SSID**. The *Update Temp ID to SSID* page appears.

Figure 29. Update Temp ID to SSID page

2. Following the instructions in the section "Adding or modifying multiple records at once" in the Introduction and using the table "File Format of the Update Temp ID to SSID Upload File" in the appendix as a reference, fill out the Update Temp ID to SSID template and upload it to TIDE.

Updating temporary IDs to permanent IDs one at a time

You can assign permanent IDs to students with temporary IDs one at a time through the View/Edit Students form.

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1. From the **Student Information** task menu on the dashboard, select **View/Edit/Export Student Test Settings and Tools**. The *View/Edit/Export Student Test Settings and Tools* page appears.

Figure 30. View/Edit/Export Student Settings and Tools Page
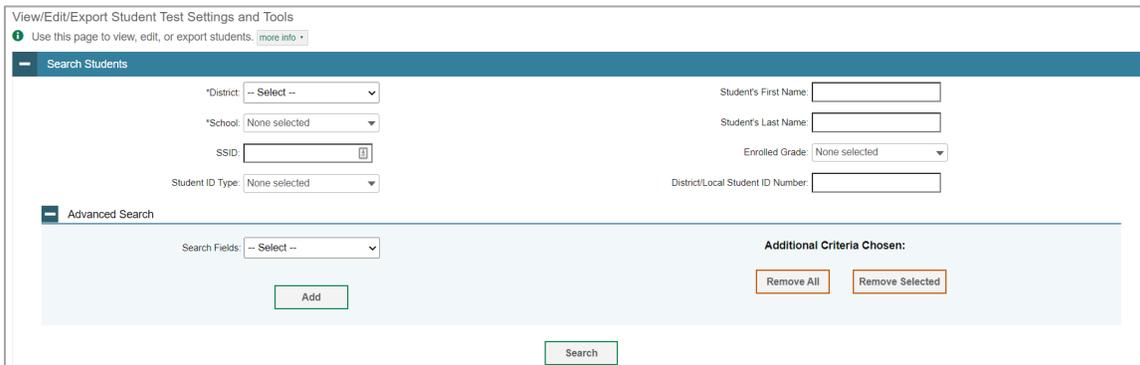
2. Retrieve the individual student account for whom you want to assign a permanent ID by following the procedure in the section "How to modify existing records one at a time" in the Introduction.

3. *Optional*: From the *Student ID Type* drop-down list, select **Temp ID**.

4. In the list of retrieved students, select ✏️ for the student with a temporary ID for whom you want to assign a permanent ID. The ***View/Edit Students: [Student's Name]*** form appears.

Figure 31. View/Edit Students: [Student's Name] Form
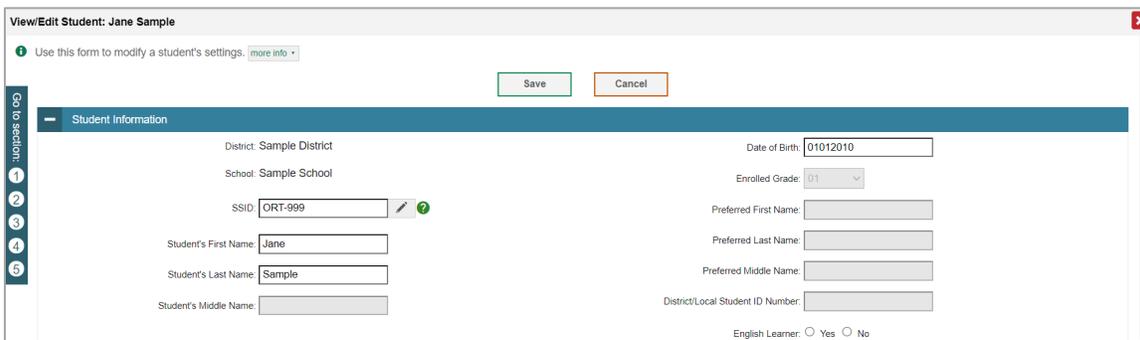
5. From the *Student Information* panel, in the *SSID* field, select ✏️ and enter a permanent ID for the student. Permanent IDs must be up to 10 numeric characters.

    When updating temporary IDs to permanent IDs, the Date of Birth and School fields must be an exact match for the merge to be successful. The First Name and Last Name fields must at least be a close match.

6. Select **Save**.

Printing PreID labels

PreID labels ([Figure 32](#)) are not required for student testing. However, PreID labels may be used for non-testing purposes if desired, such as affixing to student folders or using as student name cards.

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

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

Figure 32. Sample PreID Label
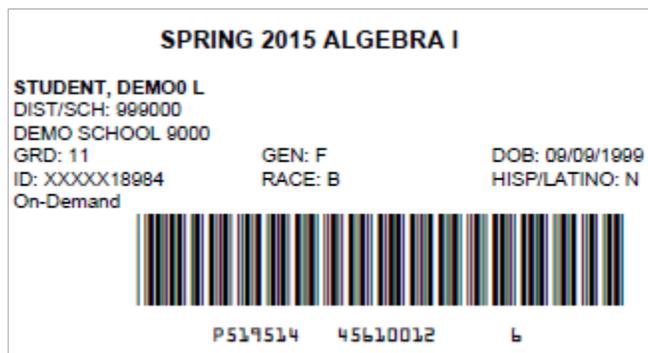
1. From the **Student Information** task menu on the TIDE dashboard, select **View/Edit/Export Student Test Settings and Tools**. The *View/Edit/Export Student Test Settings and Tools* page appears.

2. Retrieve the students for whom you want to print PreID Labels by filling out the search criteria and selecting **Search**.

3. Select the column headings to sort the retrieved students in the order you want the labels printed.

4. Specify the students for whom labels need to be printed:

3. To print labels for specific students, mark the checkboxes for the students you want to print.

4. To print labels for all students listed on the page, mark the checkbox at the top of the table.

5. Select , and then select **My Selected PreID Labels**.

6. In the new browser window that opens, verify **PreID Labels** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page ([Figure 33](#)).

7. Select the start position you require.

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

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

   Your browser downloads the generated PDF.

Figure 33. Layout Model for PreID Labels

Viewing reports of students who have transferred in

Users can view reports of students who have transferred into their school or district by following the steps below.

1. From the **Student Information** 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.

Viewing reports of students who have transferred out

Users can view reports of students who have transferred out of their school or district by following the steps below.

1. From the **Student Information** 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.

Managing Rosters

Rosters are groups of students associated with a teacher in a particular school. Rosters typically represent entire classrooms in lower grades, or individual classroom periods in upper grades. Rosters can also be created for special courses across grades or to group students who need extra support.

The rosters you create in TIDE are also available in the Reporting System. The Reporting System can aggregate test scores at these roster levels. You can also use rosters to print student settings and tools.

Since teachers are responsible for the growth and development of student's skillsets, it is important for teachers to be able to analyze their students' performance data to adjust their teaching strategies accordingly. For teachers to view this information, the students must be included in a roster associated with each teacher. Hence, rosters are recommended for all teachers who are responsible for teaching an academic subject.

When creating rosters, follow the guidelines below:

- Rosters should ideally include about 25-30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data available from the Reporting System.

- One or more rosters may need to be created depending on the subjects taught by a teacher. For example, if a group of Grade 3 students have the same teacher for ELA, Mathematics, and Science, then separate rosters do not need to be created for each subject. However, if different teachers are responsible for teaching different subjects then separate rosters need to be created for each teacher and subject.

- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, period as applicable. For example, an elementary school roster may be named 'Gr3Jones23-24' and a secondary school roster may be named 'AikenPeriod3Eng9A23-24'.

- There are a few restrictions to be aware of when creating rosters: Each user-defined roster can only be associated with one school. You can only create rosters from students associated with the school(s) or district(s) associated with your user account.

Adding new rosters one at a time

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

2. Select a school.

3. On the *Add Roster* form (Figure 34), add a roster name and select a teacher.

4. Decide how you want to add students:

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

    - Use the Quick Roster tab to create a roster from a group of students. Once you select the search criteria, all students who meet those criteria are automatically added to the roster after you select **Create Quick Roster**. You can remove students manually by selecting ✕ next to individual students or select **Remove All** from the top of the grid. Selecting **Save** creates your roster.

6. **Student Search** tab (search finds students that you add and remove manually)

- Use the **Student Search** tab for a more traditional search function, including the option to find specific students by ID or name. After you return results, select ➕ to add individuals or select **Add All** from the top of the grid.

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

Figure 34. Add Roster Form

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

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

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

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

Modifying existing rosters one at a time

You can modify rosters created by users lower than you in the hierarchy, if required. Oregon uses user-defined Rosters: These are rosters that you create through the **Add Roster** page or the **Upload Rosters** page. You can modify a user-defined roster by changing its name, associated teacher, or by adding students or removing students.

- You can modify existing rosters by performing the following steps:

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

2. Retrieve the roster record you want to view or edit by following the procedure in the section "Modifying existing records one at a time" in the Introduction.

3. In the list of retrieved rosters, select [✏] for the roster whose details you want to view. The *View/Edit Roster* form appears. This form is similar to the form used to add students to rosters.

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

5. To add students, search **Find Students**.

6. Select the **Student Search** tab to add individual students manually.

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

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

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

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

Figure 35. Modifying a Roster
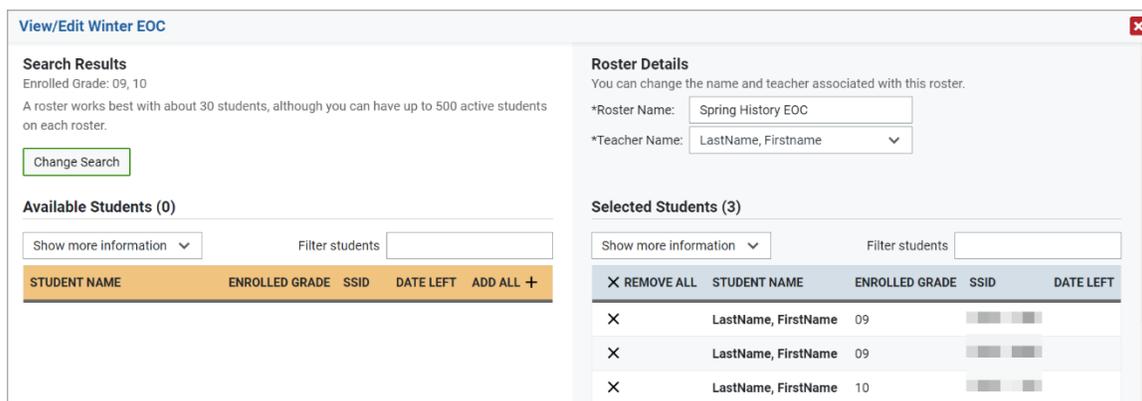
Adding or modifying multiple rosters all at once

If you have many rosters to add or modify, you can do so through file upload as shown in the section "Adding or modifying multiple records at once" in the Introduction.

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

2. Following the instructions in the section "Adding or modifying multiple records at once" in the Introduction and using the table "File Format of the Roster Upload File" in the appendix as a reference, fill out the Roster template and upload it to TIDE.

Managing Test Windows

Prior to the beginning of a school year, ODE establishes the statewide testing windows for each subject. Individual districts or schools can create customized testing windows that shorten those state-level windows. This can be necessary if unexpected events disrupt the testing schedule.

Adding new test windows one at a time

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

1. From the **Test Windows** task menu on the TIDE dashboard, select **Add Test Windows**. The *Add Test Windows* form appears (Figure 36).

2. In the *Test Window Information* panel, do the following:

    a. In the *Window Name* field, enter a new name for the test window. The *Window Name* field only accepts alphanumeric characters. Characters like spaces, dashes, and underscores are not allowed for test window names.

Figure 36. Fields in the Add Test Windows Page

    b. Mark the type of entity for which you want to add a test window: **District** or **School**.

    c. From the **District** and **School** drop-down lists (as available), make selections for the district and school.

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

3. In the test category section, select the tests to add to this test window. Use the plus and minus icons to expand or collapse options under each category. Selected tests appear with check marks, while categories with selected tests show a circle within the checkbox (Figure 37).

Figure 37. Add Test Windows Expanded Category
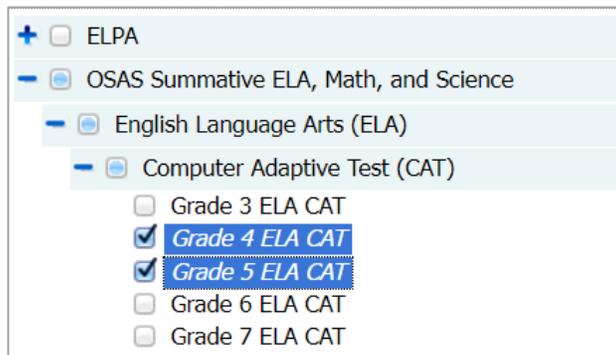
4. Select **Save**, and in the affirmation dialog box select **Continue**.

TIDE creates the test window, and it is immediately available in the TA Interface.

Modifying existing test windows one at a time

You can modify a custom test window by changing its name and dates, or by adding or removing tests.

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

2. Retrieve the test window you want to view or edit by filling out the search criteria and selecting **Search**.

3. You can review the list of tests that are included in each Test Window in the section under the *ExistingTestIDs* column.

4. In the list of retrieved test windows, select 🖉 for the test window whose details you want to view. The *View/Edit/Export Test Windows* form appears. This form is similar to the form used to add test windows.

5. *Optional*: In the *Test Window Information* panel, do the following:

   a. In the *Window Name* field, enter a new name for the test window. The *Window Name* field only accepts alphanumeric characters. Characters like spaces, dashes, and underscores are not allowed for test window names.

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

6. You can review a partial list of tests that are included in the Test Window in the section below the *Test Window Information*. You can see the full list from the test category section when the sections are expanded.

7. *Optional*: In the test category section, edit the tests in this test window.

a. To find tests currently in the window, look at the categories to find the checked box(es) or circle(s) within the checkbox(es) (Figure 38).

b. Use the plus and minus icons to expand or collapse options under each category. This is helpful to see tests not set at the main category level that are identified by a circle within the checkbox. Selected tests appear with check marks.

c. Clear checkboxes to remove tests by clicking where there is a check mark. Select checkboxes to add additional tests.

Figure 38. Highlighted Test Category Indicating Selected Tests

8. Select **Save**, and in the affirmation dialog box select **Continue**. All tests now display on the grid.

Adding or modifying multiple test windows all at once

If you have many test windows to create, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

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

2. Following the instructions in the section "Adding or modifying multiple records at once" in the Introduction and using the table "File Format of the Test Window Upload File" in the appendix as a reference, fill out the Test Window template and upload it to TIDE.

Using TIDE during Test Administration

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

- View reports of students' current test statuses, test completion rates, and test status codes (DTC and DLU Users only).

Monitoring Test Progress

The tasks available in the **Monitoring Test Progress** task menu allow you to generate various reports that provide information about a test administration's progress.

The following reports are available in TIDE:

- Plan and Manage Testing Report: Details a student's test opportunities and the status of those test opportunities. You can generate this report from the *Plan and Manage Testing* page or the *Participation Report by SSID* page.

- Test Completion Rates Report: Summarizes the number and percentage of students who have started or completed a test.

- Test Status Code Report: Displays all the completed, started, and available tests for a test administration. *(Note: This report is available to DTC and DLU Users only.)*

Viewing report of students' current test status

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

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

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Plan and Manage Testing**. The *Plan and Manage Testing* page appears (Figure 39).

2. In the *Search Students* panel, select the parameters for whose information to include in your report:

   a. From the **District** drop-down list, select a district if applicable.

   b. From the **School** drop-down list, select a school if applicable. You may select one or more schools from this list. You may also select all schools. If you select more than 20 schools or if you select all schools and the district contains more than 20 schools, the report will only be available to export to the Secure File Center.

   c. *Optional*: If a single school was selected, choose a teacher or school personnel from the **Personnel** drop-down list.

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

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

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

d. *Optional:* In the *SSID* field, enter a SSID or Temp ID.

e. *Optional:* In the Student ID Type field, select Temp ID or SSID.

f. *Optional:* In the *Legal First Name* field, enter a student's first name.

g. *Optional:* In the *Legal Last Name* field, enter a student's last name.

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

i. *Optional:* In the *District/Local Student ID Number* field, enter a student's district/local ID.

j. *Optional*: From the *Advanced Search* panel, select a specific test accommodation or demographic to filter the report.

3. In the *Choose What* panel, select the parameters for which tests to include in your report:

a. From the **Test Instrument** drop-down list, select a test category.

Figure 39. Plan and Manage Testing Page

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

c. *Optional*: From the **Test Name** drop-down list, select the test for which you want to generate the report. You may select one, multiple, or all from this list.

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 {Any/1st/2nd/etc.} opportunity in the selected administration.

   i. Search for students who have not started the Any/1st opportunity will return results for students who have not started their first opportunity on the selected test.

b. Students whose most recent {Session ID/TA Name} was {Optional Session ID/TA Name} between {start date} and {end date}.

c. 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).

d. Students on their only opportunity in the selected administration, and have a status of {any, approved, completed, denied, expired, invalidated, paused, pending, review, scored, started, suspended}.

e. Search student(s) by {SSID/Name}: {SSID/Student Name}

5. Do one of the following:

6. To view the report on the page, select **Generate Report**. If you are viewing a report for more than 20 schools, use this option and then select **Export to Secure File Center**.

7. To open the report in Microsoft Excel, select **Export Report**. If you are viewing a report for more than 20 schools, this option will be disabled.

Figure 40. Plan and Manage Testing Report

For descriptions of the columns in this report, review the table "File Format of the Plan and Manage Testing Report" in the appendix.

Viewing report of students' current test status by student ID

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

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select Participation Search by SSID. The *Participation Search by SSID* page appears (Figure 41).

2. Do one of the following:

3. To enter students' SSIDs or Temp IDs, select the Enter radio button. Next, enter one or more SSIDs, separated by commas, in the Student ID(s) field. You can enter up to 1000 SSIDs or Temp IDs.

Figure 41. Participation Search by SSID Page

4. To upload SSIDs or Temp IDs, select the Upload radio button. Next, select **Browse** and then use the file browser to select an Excel or CSV file with Student IDs listed in a single column. You can upload up to 1000 SSIDs or Temp IDs.

5. Select **Generate Report**. The Participation Report by SSID appears (Figure 40).

For descriptions of the columns in this report, review the table "File Format of the Plan and Manage Testing Report" in the appendix.

Viewing report of test completion rates

The Test Completion Rate report summarizes the number and percentage of students who have started or completed a test. Data presented in this system are considered preliminary. Official accountability data is available on the Oregon Department of Education's District Site. There are several ways to view the results:

- By all students for each test selected (default behavior) (one row per test)

- By students' enrolled grade for each test selected (one row per grade per test)

- By component tests and their scoring combos* (multiple rows displaying and grouping component tests and their scoring combos together)

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

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

2. In the *Report Criteria* panel (Figure 42), select the parameters for which tests to include in your report.

Figure 42. Test Completion Rates Page: Report Criteria

3. *Optional*: Select a different report output under *Additional Options* to see more granular participation and completion information.

   a. To display test completion counts and percentages for all students per test, leave the drop-down at **Select**. This runs the default report.

   This option allows you to track participation at the test level across all grades, showing totals for eligible students, students completed, and students started.

   b. To display test completion counts and percentages for each test disaggregated by participating students' enrolled grades, select **Show By Grade**.

   Showing results by grade allows you to track participation across enrolled grades. This is useful, for instance, when you have a test that all grade 11 students must take that also has some limited off-grade participation among grade 10. This report makes it easy to track overall completion within the grade 11 population without the off-grade testers skewing the rates.

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

   Showing results by scoring combo allows you to track test completion progress across ALL component tests in a scoring combo. These tests are administered as separate tests (parts) and then the scores are combined into one score on the combo. For example, Math CAT is a component test and Math PT is another component test of the Math Scoring Combo. Completion progress is shown per component test and for the combo. When this option is selected, only component tests associated with a scoring combo are returned in the report;

standalone tests that are not combined with any other test for scoring are not included in the report.

4. To view the report, select **Export Report**. This report can only be exported to a spreadsheet application, like Microsoft Excel, and does not display on the TIDE screen. Figure 43 displays a sample Test Completion Rate report for the default setting showing information for all students.

5. For a description of the columns in this report, review the table "File Format of the Test Completion Rate Report" in the appendix.

Figure 43. Test Completion Rate Report

Date	Administration	Test	Test Name	District Id	District Name	Opportunity	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
7/25/2019 1	2019-2020	ELPA Screener	Future KG ELPA Screener	9999	zzz AIR Training District	1	58	12	10	20.69%	17.24%
7/25/2019 1	2019-2020	ELPA Screener	Grade 1 ELPA Screener	9999	zzz AIR Training District	1	60	6	5	10.00%	8.33%
7/25/2019 1	2019-2020	ELPA Screener	Grades 2-3 ELPA Screener	9999	zzz AIR Training District	1	967	17	14	1.76%	1.45%
7/25/2019 1	2019-2020	ELPA Screener	Grades 4-5 ELPA Screener	9999	zzz AIR Training District	1	815	16	9	1.96%	1.10%
7/25/2019 1	2019-2020	ELPA Screener	Grades 6-8 ELPA Screener	9999	zzz AIR Training District	1	425	16	13	3.76%	3.06%

Viewing report of test status codes

The Test Status Code report displays all students and their associated test opportunities for a test administration. This report is useful for large districts because there is no cap on the number of schools included in the report; all student test opportunities from across the district will be returned in the report. This report may only be generated by DTCs and DLUs.

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

2. In the *Report Criteria* panel (Figure 44), select search criteria for the test instrument and administration.

Figure 44. Test Status Code Report Search Results

3. Do one of the following:

4. To view the report on the page, select **Generate Report**.

5. To open the report in Microsoft Excel, select **Export Report**.

Figure 45. Test Status Code Report

Number of records found: 2							
Student Name	SSID	Test Name	Test Status	Date Started	Special Code	Assigned School ID	Assigned School Name
Washington, George	1234567890	Grade 3 ELA Summative		01/15/16	ky75321p	9998_01	Demo inst 9999
Lincoln, Abraham	98876543F	Grade 6 ELA Summative		01/15/16	fr78900w	9998_02	Demo inst 9999

For a description of the columns in this report, review the table "File Format of the Test Status Code Report" in the appendix.

For a description of each status that a test opportunity can have, review the table "Test Opportunity Status Descriptions" in the appendix.

Appendix

A

Accessibility Supports

TIDE provides a link to definitions for accessibility supports.

1. From the **General Resources** drop-down list in the banner (Figure 46), select **Accessibility Supports**. The *Accessibility Supports* page appears.

Figure 46. TIDE Banner

Account Information

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

1. In the TIDE banner (Figure 46), from the **Manage Account** drop-down list, select **My Contact**. The *My Contact Information* page appears (Figure 47).

2. Enter updates as necessary.

3. Select **Save**.

TIDE saves your changes, and a confirmation message appears.

Figure 47. Fields in the My Contact Information Page

C

Challenge Up

Please contact your regional ESD Partner if a student in your district needs to challenge up.

Changing Your Associated Institution

Depending on your permissions, you can switch to different schools or districts in TIDE.

1. In the TIDE banner (Figure 46), select **Change Role** from the **Manage Account** drop-down menu. The *Administration Details* window appears (Figure 48).

2. Update the information as necessary.

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

Figure 48. Administration Details Window

D

Deleting Records from TIDE

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

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

2. Do one of the following:

4. Mark the checkboxes for the record you want to delete.

5. Mark the checkbox at the top of the table to delete all retrieved records.

3. Select [🗑], and in the affirmation dialog box select **OK**.

E

Exporting Records in TIDE

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

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

2. In the search results pop-up window, select **Export to Secure File Center** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Secure File Center.

Figure 49. Search Results Pop-Up Window
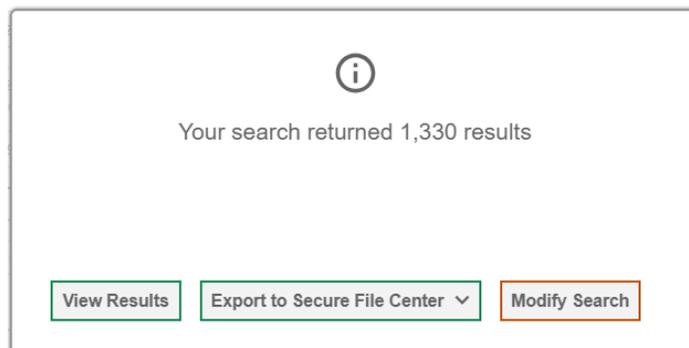
You can also export records from the search results grid.

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

2. Do one of the following:

3. Mark the checkboxes for the record you want to export.

4. Mark the checkbox at the top of the table to export all retrieved records.

3. Select ⬇⌄ , and then select Excel or CSV.

F

Fields for Remote Administration

Field	Description
Remote Tester	Determines student summative remote test eligibility.
Parental Consent for A/V Monitoring	Sets whether students can interact with the TA during remote testing via camera and audio.

Fields in the Embedded Designated Supports Panel

Field	Description
Color Choices	List of available color combinations.
Full Screen Mode	Allows the test content to expand to fill the student's screen.
Glossary	List of available glossary languages.
Masking	Toggles the Masking tool on or off, allowing student to cover distracting regions of the test page.
Presentation (Translations or Braille Accommodation)	Sets the presentation in which the student is taking the test in.
Print on Request	Sets which test content the student is able to print.
Print Size	List of the type size in which the associated tests appear.
Streamlined Interface Mode	Toggles Streamlined Interface Mode on and off, displaying a streamlined interface of the test in an alternate, simplified format.
Text-to-Speech	Sets which test content is administered with the TTS accommodation. Stimuli/Stimuli & Items for ELA CAT are Accommodation Only and the Accommodations Flag must also be set. Use must be written into a student's IEP/504 plan. Undocumented use results in invalidation.
TTS Tracking	Toggles Text-to-Speech (TTS) Tracking on and off, highlighting words as they are read aloud by TTS.

Fields in the Embedded Accommodations (For Students on IEPs or 504 Plans) Panel

Field	Description
Accommodation Flag	Indicates that a student received one or more accommodations (whether embedded or non-embedded). The Accommodation Flag must be updated if at least one embedded accommodation is set for the student.
American Sign Language	Toggles American Sign Language on and off, providing test content translated into ASL.
Audio Transcripts	Toggles Audio Transcripts on and off, providing a written transcript of the audio stimuli.
Closed Captioning	Toggles Closed Captioning on and off, displaying printed text as audio materials are presented.
Dictation (Embedded Speech-to-Text)	Allows students whose IEP or 504 Plan calls for speech-to-text to dictate their response in English or Spanish, available on constructed response items and in the Notepad/Global Notes.

Field	Description
ELPA Domain Exemptions	Sets which domain(s) are excluded on students' ELPA tests.
HS ELPA Proficiency Met	Sets which domain(s) are excluded on a high school student's ELPA tests. Can work in conjunction with ELPA Domain Exemptions.
Permissive Mode (Required for Alternate Response Option and Speech-to-Text)	Toggles Permissive Mode on and off, allowing students to use accessibility software in addition to the secure browser.
Word Prediction	Suggests words in a pop-up menu as students type a written response. Students can select a word in the pop-up menu instead of typing it out manually.

Fields in the Test Access Panel

Field	Description
Blocked Subjects	The subjects that the student is restricted (blocked) from taking tests in.
Challenge Up	Determines which grade level above their own a student can access.
Remote Tester	Determines student summative remote test eligibility.
Parental Consent for A/V Monitoring	Sets whether students can interact with the TA during remote testing via camera and audio.
Alt ELPA Tester	Determines student Alt ELPA test eligibility.

Fields in the View/Edit User Page

Field	Description
Email*	Email address for logging in to TIDE.
First Name*	User's first name.
Last Name*	User's last name.
Phone Number	User's phone number.
Test Group	Test group that user is allowed to administer.
Remote Proctoring Certification	Indicates if a user has been trained to use the remote proctoring online assessment system. Once the user completes the remote testing TA Certification Course, this field will automatically update to *Yes*.
Role*	User's role. For an explanation of user roles, review User Role Permissions.

Field	Description
State*	State associated with the user.
District*	Four-digit numerical district ID associated with the user.
School*	Four-digit numerical district ID followed by the four-digit numerical school ID.

*Required field.

File Format of the Plan and Manage Testing Report

Attribute	Description
Name	Student's legal name (Last Name, First Name).
District Name	Name of the district associated with the record.
SSID	Secure Statewide Student Identifier number.
District/Local Student ID	The local identifier number associated with the record. This ID number is assigned locally and is not the same as the record's SSID.
Enrolled Grade	The grade in which a student is enrolled.
School Name	Name of the school associated with the record.
Restricted Subjects	The subjects that the student is restricted (blocked) from taking tests in.
Current EL	Indicates whether the student has English Learner status.
Test	Test name for this student record.
Language	The presentation language that was assigned to the student. Qualifying tests: English, Spanish, Braille. SEED Survey only: Russian, Vietnamese, Traditional Chinese – Cantonese, or Simplified Chinese – Mandarin.
Opportunity	The opportunity number for that student's specific record.
TA Name	The test administrator who created the session in which the student is currently testing (or in which the student completed the test).
Session ID	The Session ID to which the test is linked.
Status	The status for that specific opportunity. This column also shows the number of items to which a student has responded and the total number of items on the test for any opportunity status that does not have a completed date associated with it.
Results ID	The unique identifier linked to the student's results for that specific opportunity.

Attribute	Description
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.
Date Started	The date when the first test item was presented to the student for that opportunity.
Date Completed	The date when the student submitted the test for scoring.
Last Activity	The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and reporting process.
Expiration Date	The date the test opportunity expires. (Tests expire at 11:59 PM 20 or 45 days after the student starts the test, depending on the expiration rules set for each test).
Force Complete Date	The date a test expired and was force-submitted.
Remotely Proctored	Indicates if the test was taken in person or remotely.
Assignment	Indicates whether the survey was delivered as an assignment.
Secure Browser Used	Indicates if the test was taken using the Secure Browser or a conventional web browser like Chrome or Firefox.

File Format of the Roster Upload File

Column Name	Description	Valid Values
8 Digit District School ID*	School associated with the roster.	School ID that exists in TIDE. Four-digit numerical district ID followed by the four-digit numerical school ID.

Column Name	Description	Valid Values
User Email*	Email address of the teacher or school personnel associated with the roster.	Email address of a teacher or school personnel existing in TIDE.
Roster Name*	Name of the roster.	Up to 20 characters.
SSID*	Secure Statewide Student Identifier number.	Up to 10 numeric characters.
Action	Indicates if this is an add or delete transaction.	One of the following: Add—Add student to roster Delete—Remove student from roster.

*Required field.

File Format of the Test Completion Rate Report

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

Column	Description
Percent Completed	Percentage of students who have completed the test out of the total number of students with an active relation to the school in TIDE.
Total Student Remote Session	Number of students who took the test remotely.
Percent Remote Session	Percentage of students who took the test remotely.
Enrolled Grade	Student's enrolled grade. This column is only populated if you marked the **Show by Grade** option.
Test Type	*Component Tests* are the individual tests or parts that make up the scoring combo. *Scoring Combo* refers to the merged completion rates of the component tests within the combo. This column is only populated if you select the **Show By Scoring Combo** option.
Scoring Combo	When tests are broken into parts and delivered individually, the scoring combos contain the combined completion data of the component parts. Defined as the name of the test. This column is only populated if you select the **Show By Scoring Combo** option.

File Format of the Student Restrictions Upload File

Field Name	Description	Valid Values
SSID*	Secure Statewide Student Identifier number.	Up to 10 numeric characters. Must be enrolled in your district.
Mathematics	Setting for blocking tests in Mathematics.	One of the following: • Y—Yes • N—No
ELA	Setting for blocking tests in English Language Arts.	One of the following: • Y—Yes • N—No
Science	Setting for blocking tests in Science.	One of the following: • Y—Yes • N—No
ELPA	Setting for blocking the ELPA Summative test.	One of the following: • Y—Yes • N—No

Field Name	Description	Valid Values
SEED Survey	Setting for blocking the Student Education Equity Development (SEED) Survey.	One of the following: • Y—Yes • N—No

*Required field.

File Format of the Student Test Settings and Tools Upload File

Column	Description	Valid Values
SSID*	Secure Statewide Student Identifier number or temporary ID (for ELPA Screener only).	Up to 10 numeric characters for SSID. "ORT-" prefix for Temp ID.
Subject	Subject for which the tool or accommodation applies.	One of the following: ELA-CAT ELA-PT ELPA Screener ELPA Summative Mathematics Science SEED Survey Alt ELPA
Test Tool	Name of the tool or accommodation.	Please refer to the "Options" column of Appendix B: Embedded Accessibility Support Settings in the Oregon Accessibility Manual (OAM).
Value	Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance.	Please refer to the "Options" column of Appendix B: Embedded Accessibility Support Settings in the Oregon Accessibility Manual (OAM).

*Required field.

File Format of the Test Status Code Report

Column	Description
Name	Student's name.

Column	Description
SSID	Secure Statewide Student Identifier number.
Test Name	Test Name.
Opportunity	Test opportunity number.
Test Status	Test's most recent status.
Date Started	Date student started the test.
Special Code	Code indicating why student did not start or complete the test. These codes are not gathered or reported in TIDE for Oregon, so this column will always be blank.
Session ID	Unique ID for the test session.
Results ID	Unique ID for the student's test instance.
Expiration Date	Date the test is set to expire.
Assigned School ID	ID of school where student is enrolled.
Assigned School Name	Name of school where student is enrolled.

File Format of the Test Window Upload File

Column Name	Description	Valid Values
District or School*	Type of institution to which the test window applies.	One of the following: D—Window applies to districts. S—Window applies to schools.
District and/or School ID*	District's or school's ID.	For district-level windows, a district ID that exists in TIDE. For school-level windows, use DDDDSSSS, where DDDD is the district ID and SSSS is the school ID. The institution must be associated with the user uploading the file.
Window Name*	Name for the test window.	Up to 35 printable characters.
Test Name*	Test included in the test window.	One of the available test names from the drop-down list in the template. There should be one row for each test included in the test window.

Column Name	Description	Valid Values
Window Start Date*	Date test window starts.	Timestamp in YYYY-MM-DD hh:mm:ss format.
Window End Date*	Date test window ends.	Timestamp in YYYY-MM-DD hh:mm:ss format.
Action*	Indicates if this is an add or delete transaction.	One of the following: Add—Add new window or edit existing window. Delete—Remove existing window.

*Required field.

File Format of the Update Temp ID to SSID Upload File

Column	Description	Valid Values
Temp ID*	Temporary ID of the student.	ORT- followed by numeric characters.
SSID*	Secure Statewide Student Identifier number.	Up to 10 numeric characters.

*Required field.

File Format of the User Upload File

Column	Description	Valid Values
Role*	User's role. For an explanation of user roles, review User Role Permissions.	One of the following: DTC—District Test Coordinator DLU—District Level User STC—School Test Coordinator TA—Test Administrator TT—Test Technician DRV—District Report Viewer SRV—School Report Viewer TFT_SC—Tools for Teachers RAV—Response Alert Viewer Must be lower in the hierarchy than the user uploading the file.
District ID*	District associated with the user.	Four-digit numerical district ID that exists in TIDE. Must be associated with the user uploading the file.

Column	Description	Valid Values
School ID	School associated with the user.	School ID that exists in TIDE, and must be associated with the user uploading the file. Four-digit numerical district ID followed by the four-digit numerical school ID. Can be blank when adding district-level users.
Email*	User's email address.	Any standard email address. Up to 128 characters that are valid for an email address. This is the user's username for logging in to TIDE.
First Name*	User's first name.	Up to 35 characters.
Last Name*	User's last name.	Up to 35 characters.
Phone	User's phone number.	Phone number in xxx-xxx-xxxx format. Extensions allowed.
Test Group	Test group that user is allowed to administer. Users may be assigned any combination of these test groups or all four test groups.	ELPA Screener—ELPA Screener ELPA Summative—ELPA Summative and Alt ELPA Summative—ELA, Math, and Science Interim—ELA Interim, Math Interim, and Science Interim
Action*	Indicates if this is an add or delete transaction.	One of the following: Add—Add new user or edit existing user record. Delete—Remove existing user record.

*Required field.

H

Help and User Support

Your Regional ESD partner should be your first contact for all assessment and accountability related support.

For additional information and assistance in using TIDE, contact the OSAS Helpdesk. The helpdesk is open Monday-Friday 7:00 a.m. to 5:00 p.m. PT (except holidays).

OSAS Helpdesk

Toll-Free Phone Support: 1-866-509-6257

Email Support: osashelpdesk@cambiumassessment.com

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

- If the issue pertains to a student, provide the SSID and associated district or school for that student. Do not provide the student's name.

- If the issue pertains to a TIDE user, provide the user's full name and email address.

- Any error messages that appeared.

- Operating system and browser information, including version numbers (e.g., Windows 10 and Firefox 60 or Mac OS 10.11 and Safari 11).

P

Password Information

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

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

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

- **If you forgot your password:**

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

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

  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 School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

  If you are unable to log in, contact the OSAS Helpdesk for assistance. You must provide your name and email address. Contact information is available in the Help and User Support section of this user guide.

Printing Records in TIDE

1. Retrieve the records you want to print by following the procedure in the section <u>Searching for Records in TIDE</u>.

2. Do one of the following:

3. To print some records, mark the checkboxes for the records you want to print, select ![print icon] , select My Selected, and then select **Print**.

4. To print all records, select ![print icon] , select All, and then select **Print**.

S

Searching for Records in TIDE

Many tasks in TIDE require you to retrieve a record or group of records (for example, locating a set of users to work with when performing the **View/Edit/Export Users** task). For such tasks, a search panel appears when you first access the task page (<u>Figure 50</u>). This section explains how to use this search panel and navigate search results.

Figure 50. Sample Search Panel
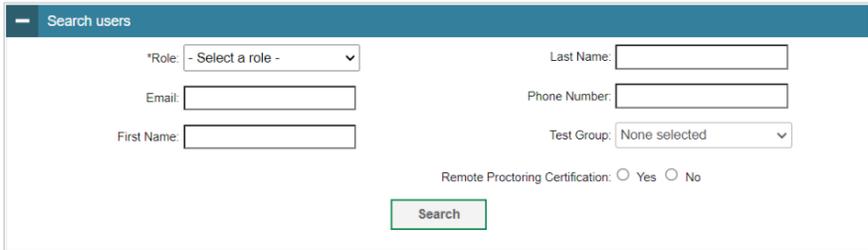
1. In the search panel, enter search terms and select values from the available search parameters, as required. Some fields may allow you to select multiple values. For example, the school and grade drop-down lists on the student search page will allow you to select one, multiple, or all values. Similarly, the **Test Name** drop-down list on the *Plan and Manage Testing* page will allow you to select one, multiple, or all values.

   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:

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

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

5. Select **Search**.

6. If searching for users, students, students' test settings, and test windows proceed to the next step.

7. If searching for other types of records, such as rosters, skip to Step 14.

8. In the search results pop-up window (Figure 51) 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:

9. To view the retrieved records on the page, select **View Results**. Continue to Step 14. This option is not available if TIDE detects that this action might adversely affect its performance.

Figure 51. Search Results Pop-up Window
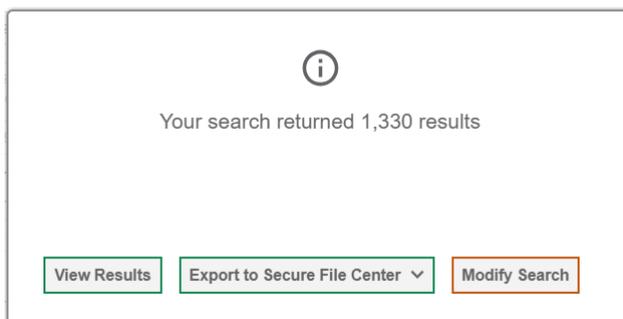
10. To export the retrieved results to the Secure File Center, select **Export to Secure File Center** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Secure File Center.

11. To return to the page and modify your search criteria, select **Modify Search**. Repeat Steps 1–5.

12. The list of retrieved records appears below the search panel (Figure 52).

Figure 52. Sample Search Results

13. *Optional*: To filter the retrieved records by keyword, enter a search term in the text box above the search results and select 🔍. TIDE displays only those records containing the entered value.

14. *Optional*: To sort the search results by a given column, select its column header.

15. To sort the column in descending order, select the column header again.

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

17. *Optional:* If the search results span more than one page, select ◀ or ▶ to view previous or next pages, respectively.

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

Searching for Students by ID or Users by Email

A *Student ID/User Email* field appears in the upper-right corner of every page in TIDE. You can use this field to navigate to the ***View/Edit/Export Student Test Settings and Tools*** or ***View/Edit/Export Users*** form for a specified student or user.

1. In the *Student ID/User Email* field, enter a student's SSID, Temp ID, or a user's email address. The SSID/Temp ID or email address must be an exact match; TIDE does not search by partial SSID or email address.

2. Select 🔍. The ***View/Edit/Export Student Test Settings and Tools*** or **View/Edit/Export Users** form for that student or user appears.

Figure 53. Find Student ID/User Email

Secure File Center

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

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

Viewing Documents in the Secure File Center

The files in the Secure File Center 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 ODE. You can access the Secure File Center from any page in TIDE to either download the file or archive the file. You can also delete the files you have exported, but not files added by admin users.

1. From the TIDE banner, select **Secure File Center**. The **Secure File Center** page appears (Figure 54). By default, TIDE displays the *View Documents* tab.

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

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

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

Figure 54. Secure File Center Window: View Documents Tab
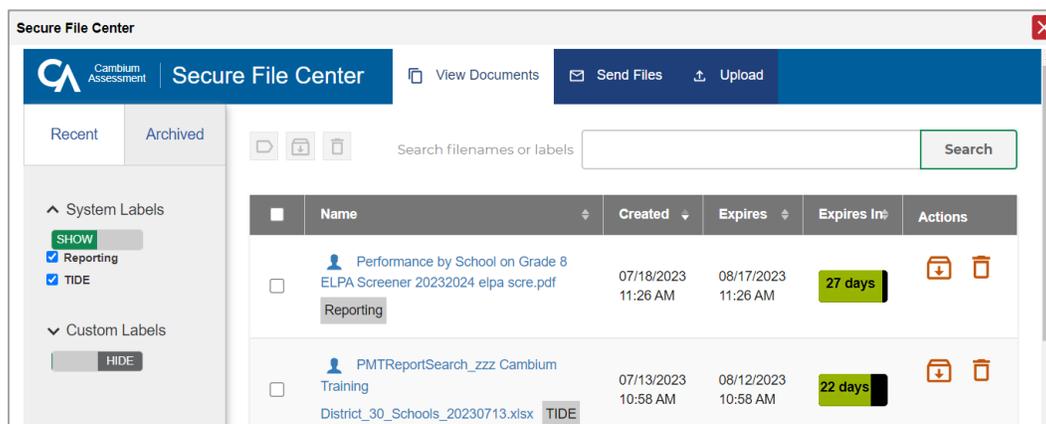
5. *Optional*: To filter the files by keyword, enter a search term in the text box above the list of files. TIDE displays only those files containing the entered file name.

6. *Optional*: To hide or display system labels, toggle **HIDE** / **SHOW** .

7. *Optional*: To hide files with a system label, unmark the checkbox for that system label.

8. *Optional*: To hide or display custom labels, toggle **HIDE** / **SHOW** .

9. *Optional*: To hide files with a custom label, unmark the checkbox for that custom label.

10. Do one of the following:

11. To download a file, select the file name.

12. To add a new custom label or apply an existing custom label, select ⬔.

   - To apply a new custom label, mark the checkbox, enter a new custom label in the text box, and select **Save New Label**.

   - To apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select **Apply Label**.

13. To archive a file, select 🗃. To return a file to the Secure File Center from the Archived tab, select 📥 .

14. To delete a file, select 🗑. Files exported to the Secure File Center or archived can be deleted. However, secure documents uploaded to the Secure File Center by admin users cannot be deleted.

Sending Files from the Secure File Center

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 **Secure File Center**. The *Secure File Center* page appears. By default, TIDE displays the *View Documents* tab.

2. Select the **Send Files** tab. The *Send Files* page appears (Figure 55).

3. In the *Select Recipients*, do one of the following:

4. Select **Role** to send a file or files to a group of users by user role.

5. Select **Email** to send a file or files to a single recipient by email address.

   If you select **Email**, skip to step 9.

Figure 55. Secure File Center Window: Send Files Tab
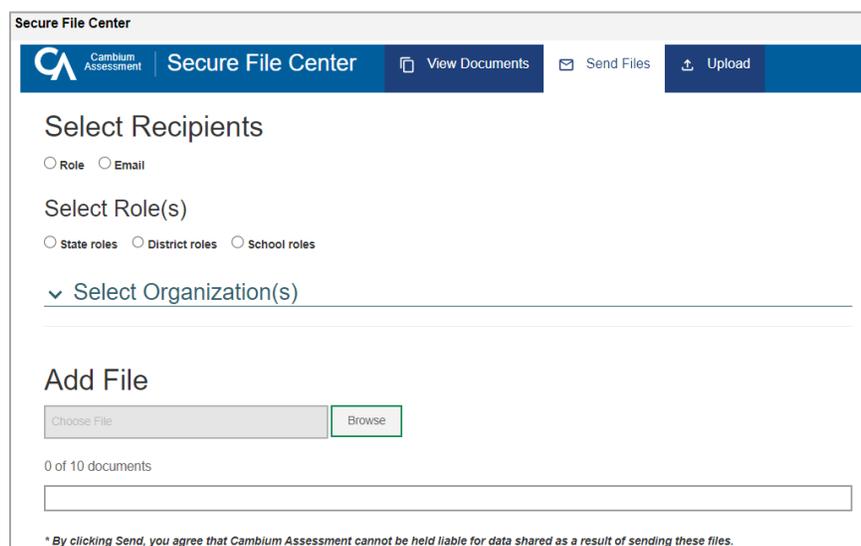
6. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears.

7. From the drop-down 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.

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

9. If you selected **Role** in step 3, skip this step. If you selected **Email** in step 3, enter the email address of the recipient to whom you wish to send a file or files.

10. To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.

11. Select the file(s) you wish to send.

12. Select **Send**.

Files display in the Secure File Center after you send them.

T

Test Opportunity Status Descriptions

Status	Definitions
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.

Status	Definitions
Denied	The TA denied the student entry into the session. If the student attempts to enter the session again, this status will change to "Pending" until the TA approves or denies the student.
Expired	The student's test has not been completed and cannot be resumed because the test has expired.
Invalidated	The test result has been invalidated.
Paused	The student's test is currently paused (as a result of one of the following): • The student paused their test by selecting the **Pause** button. • The student idled for too long (more than 20 minutes) and the test was automatically paused. • The test administrator stopped the session the student was testing in. • The test administrator paused the individual student's test. • The student's browser or computer shut down or crashed.
Pending	The student is awaiting TA approval for a new test opportunity.
Reported	The student's score for the completed test in TDS has passed the quality assurance review and has been submitted to the CRS. Tests containing items that must be hand scored will show as "Reported" but there may be a delay before scores appear in CRS.
Rescored	The test was rescored, but the revised score has not yet been reported in CRS.
Review	The student has answered all test items and is currently reviewing their answers before submitting the test. (A test with a "review" status is not considered complete.)
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 TA approval to resume a test.

U

User Role Permissions

Each user in TIDE has a role, such as:

- District Test Coordinator (DTC)

- District Level User (DLU)

- School Test Coordinator (STC)

- Test Administrator (TA)

- Test Technician (TT)

- District Report Viewer (DRV)

- School Report Viewer (SRV)

- Tools for Teachers (TFT_SC)

- Response Alert Viewer (RAV)

Each role has an associated list of permissions to access certain features within TIDE. The following table indicates which users can access specific features and tasks within TIDE.

*TFT_SC users only have access to the Tools for Teachers system but can be created and managed in TIDE.

RAV users do not appear on the chart below, as they only have access to the Secure File Center.

Task or Site	DTC	DLU	STC	TA	TT	DRV	SRV	TFT_SC*
Access to Test Information Distribution Engine (TIDE) Features and Tasks								
How to Set Up User Accounts								
Add New User Accounts	✓	✓	✓					
Modify Existing User Accounts	✓	✓	✓					
Upload User Accounts	✓	✓	✓					
How to Register Students								
Add Student Temp IDs (ELPA Screener only)	✓	✓	✓	✓				
Update Temp IDs to SSIDs	✓	✓	✓					

Appendix

Task or Site	DTC	DLU	STC	TA	TT	DRV	SRV	TFT_SC*
Modify Existing Student Accounts	✓	✓	✓	✓	View Only			
Upload Student Accommodations and Test Tools	✓	✓	✓					
Upload Student Test Restrictions	✓	✓	✓					
Add ELPA Domain Exemptions	✓	✓						
Edit Alt ELPA Tester Radio Button	✓	✓						
Edit Remote Tester Radio Button	✓	✓	✓	✓				
Edit Parental Consent for A/V Monitoring Field	✓	✓	✓	View Only				
How to Manage Rosters								
Add New Rosters	✓	✓	✓	✓	✓			
Modify Existing Rosters	✓	✓	✓	✓	✓			
Upload Rosters	✓	✓	✓	✓	✓			
How to Manage Test Windows								
Add New Test Windows	✓	✓						
Modify Existing Test Windows	✓	✓						
Upload Test Windows	✓	✓						
How to Monitor Test Progress								
View Reports of Students' Current Test Status	✓	✓	✓	✓	✓	✓	✓	

Task or Site	DTC	DLU	STC	TA	TT	DRV	SRV	TFT_SC*
View Reports of Students' Current Test Status by Student ID	✓	✓	✓	✓	✓	✓	✓	
View Report of Test Completion Rates	✓	✓	✓	✓	✓	✓	✓	
View Report of Test Status Codes	✓	✓						
Tools for Teachers Access								
Tools for Teachers	✓	✓	✓	✓	✓	✓	✓	✓

V

Valid Values for Tool Names in the Test Settings Upload File

Please refer to Appendix B: Embedded Accessibility Support Settings in the Oregon Accessibility Manual (OAM).

Change Log

Change	Date
In the Printing PreID Labels section, removed the mention of test tickets.	12/21/2023
Updated information throughout to reflect DLUs now have access to the Report of Test Status Codes.	12/21/2023
Added information about the Response Alert Viewer (RAV) role to the User Upload File and User Role Permissions sections.	12/21/2023
Updated the Embedded Accommodations table to account for use of Spanish dictation and dictation use within the Notepad/Global Notes.	12/21/2023
Added SEED Survey to the Valid Values column for the Student Test Settings and Tools Upload File.	12/21/2023
Added section "How district-level users generate upload-ready student settings files."	1/25/2024
Modified section "Viewing a history of changes to a student's account" to include information about new "Include Blank Values" checkbox to include/exclude empty fields from panel.	1/25/2024
Added clarification to section "Adding new user accounts one at a time" that no Test Group permissions are required for SEED Survey.	2/8/2024
Added additional steps (4b and 5) to the section "How district-level users generate upload-ready student settings files."	2/8/2024
Added information in section "**Modifying existing student accounts one at a time"** about the Use Preferred Name on Student Reports tool.	3/6/2024